

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

Office of Logistics Quarterly Planning Conference

FROM:

Chief, Plans and Programs Staff

EXTENSION

NO.

OL 2 5848

DATE

29 December 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, P&amp;PD/OL

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29 DEC 1982

MEMORANDUM FOR: Chief, Building Planning Staff, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL

FROM: [REDACTED] Chief, Plans and Programs Staff, OL

25X1

SUBJECT: Office of Logistics Quarterly Planning  
Conference

REFERENCES: (a) Multiple addressee memo from C/P&PS/OL,  
dtd 7 Oct 82, Subj: Fourth Quarter  
Objective Review and Planning Program for  
FY 1983 (OL 2 4638)  
(b) Multiple addressee memo from C/P&PS/OL,  
dtd 22 Oct 82 (OL 2 4858)

1. OL's first FY 83 Quarterly Planning Conference with the DDA has been scheduled for 2 February 1983, 1000 hours, room [REDACTED] Building. Updates of "Directorate Level Objectives" will be presented at the conference. Your presentations should not exceed five minutes and should cover the accomplishment of activities scheduled for the first quarter, problems and shortfalls, plans for the next quarter, and the long-term outlook for accomplishing the objective on schedule. An updated milestone chart should be used as a visual aide along with any other information you feel appropriate. Please provide an updated milestone chart to P&PS by 6 January 1983. A dry run to the Director of Logistics has been scheduled for 31 January 1983, 1330 hours, room [REDACTED]. An agenda for the conference is attached.

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2. As described in Reference A, updates of "Office and Division Level Objectives" will be presented to the Director of Logistics at the bi-weeklies, scheduled as follows:

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OL 2 5848

UNCLASSIFIED when removed  
from attachments.

SECRET

SUBJECT: Office of Logistics Quarterly Planning Conference

SD	17 January 1983	0900 hours
P&PD	18 January 1983	0930 hours
PD	19 January 1983	0900 hours
PMS	19 January 1983	1000 hours
RECD	24 January 1983	0900 hours
SS	24 January 1983	1030 hours
LSD	25 January 1983	0930 hours
P&PS	26 January 1983	0900 hours

Each OL component is responsible for presenting objective updates to the D/L. Milestone charts should be used to make presentations and a copy should be provided to P&PS who will attend the MBO bi-weeklies.

3. We have attached listings of FY 83 Directorate Level Objectives (Attachment A) and FY 83 Office and Division Level Objectives (Attachment B) for easy reference. You should refer to the Five-Year Plan for a list of all objectives through FY 87 and to the references for additional information on objective reporting procedures.

4. Questions concerning the Quarterly Planning Conference should be directed to [redacted] on extension [redacted]

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Attachments

cc: D/L

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FY 83 Directorate Level Objectives

(Reportable to the Deputy Director for Administration)

— BPS - Consolidate Agency Metropolitan Washington Area Activities in the Headquarters Compound

○ P&TS - Conduct a Comprehensive Review of Personnel Management Functions

— P&PS - Develop and Implement a Logistics Integrated Management System (LIMS)

< PMS - Develop Policy and Resolve Key Issues Affecting Acquisition

— - Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act\*

○ LSD - Provide Support to SAFE, Phase II\*

○ - Provide a System for More Timely and Efficient Response to Space Requirements

— \* - Improve the Physical Environment and the Quality of Food and Service in the Executive Dining Room

○ P&PD - Implement the Digital Prepress System

— - Conduct a Pilot Quality Circle Program

○ PD - Improve Responsiveness to Politically Sensitive Requirements for Goods and Services

○ RECD - Provide Support to SAFE, Phase II\*

— [REDACTED]  
○ - Continue to Work Closely with GSA to Improve Service to the [REDACTED]

— SD - Design Methods for Improving Responsiveness to Furniture Requirements

— - Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act\*

— [REDACTED]  
\* Joint Objective.

S E C R E T

ENCLOSURE

ATTACHMENT

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FY 83 Office and Division Level Objectives\*

(Reportable to the Director of Logistics)

P&PS - Work with Management to Key Support Growth to Growth in Requirements

- Continue Agreement with NSA to Provide Support

PMS - Continue Support to OL and Procurement Teams

- Automate General Provisions Format to Facilitate the Update of Contract Clauses

SS - Increase Communications with Employees to Instill Greater Awareness

LSD - Establish an Automated System for Maintaining Stock Levels and Cost Data Covering Administrative Supplies in Agency Supply Rooms

- ?
- Research the Feasibility of Installing Automated Gas Pumps at the Motor Pool Garage *Feb. 83*

- Provide Support to the Credit Union and  in Terms of Courier and Shuttle Service, Establishment and Stockage of Supply Rooms, Routine Maintenance Support, etc.

*Cancel 50/M80* - Take Over Management of 01 Stock Items from Supply Division

- Investigate the Feasibility of Automating the Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System Within the Mail and Courier Branch *1984 - Defers until FY 84*

P&PD - Develop a Formal Training and Development Program for Photography Branch

- Conduct a Waste Measurement Program
- Develop Work Standards and Measure Productivity via the MIS

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\* Although Directorate Level Objectives are tracked at the Office and Division Level, they are not included in this list since the Director of Logistics is briefed on those objectives during dry runs for the Quarterly Planning Conferences.

P&PD Continued

- Develop a Requirements Package for Low Volume Copiers and Issue a Contract for Copier Rentals
- Develop Requirements for Support to the  Project
- Provide ETECS Support for Users of Wang Word Processors
- Evaluate the Feasibility of Expanding Video Support to the Intelligence Community
- Conduct a Bindery Automation Study
- Purchase and Implement Whiz Automated Mailing System
- Develop an Automated Maintenance Program System for Division Application
- Implement the P&PD/ODP Autofiche System
- Prepare Up-to-date Floor Plans on P&PD Facilities
- PD - Establish Effective Acquisition Procedures
- RECD - Install New Cooling Tower at Powerplant
- Reconfigure Powerplant Chilled Water Headers
- Install New Standby Control Air Compressor in Main Building at Headquarters
- Install New Transformer Vault in Headquarters
- Construct Special Chilled Water Loop to Cool Operational Equipment Separately from Headquarters Building HVAC Systems
- Construct Emergency Electrical Feeder to North Side of Headquarters Building
- Construct Northside Utility Lines to Headquarters
- Acquire Operational Field Office Space Using GSA 5,000 Square Feet Delegations
- Complete Renovations for Occupancy of 30,000 Square Feet of NWFCU Space
- Lease 100,000 Square Feet of Office Space

RECD Continued

- Investigate Establishment of Periodic Engineering Inspection of Worldwide Agency Facilities
  - Modify Building and Support Systems in Support of O.C. Data Distribution System (Speedwire)
- SD
- Develop a Purification Program to Improve the Viability of the ICS Data Base Prior to Implementation of LIMS
  - Conduct a Feasibility Study and Make Recommendations for Efficient Repair and Return of Equipment
  - Develop Methods and Internal Depot Procedures Governing the Handling, Storage, and Disposal of Hazardous Waste Materials in Compliance with the Resource Conservation and Recovery Act of 1976
  - Establish a VM Program to Monitor Usage of Packaging Supplies and Materiel on a Yearly Basis Including a Reorder Cycle
  - Establish a VM Program to Obtain Statistical Data on Weight, Cube, and Number of Pieces Processed through Preservation and Packaging Section
- R&SB
- Install an Automated Documents Control System



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A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

2 February 1983 - 1000 Hours



Presenter

Opening Remarks

Daniel C. King, D/L

Objectives



Consolidate Agency Metropolitan Washington Area Activities

Provide Management Information on the Upgrade



Establish Procedures to Execute Payments in Accordance with the Prompt Pay Act

Improve the Physical Environment and Quality of Food and Service in the Executive Dining Room

Design Methods to Improve Responsiveness to Furniture Requirements



Conduct a Pilot Quality Circle Program

Closing Remarks

Daniel C. King

S E C R E T

	CD
	BPS
	, SD
	DC/PMS
	SD
	C/LSD
	C/SD
	C/PD
	P&PD